

1658.3

ELLI

1979

c.3

6507776

State of Illinois
DEPARTMENT OF PERSONNEL
Division of Employee Development

Management Institutes 1979

ILLINOIS STATE LIBRARY
Springfield, Illinois

DEC 1 1978

February 15, 1979
ILLINOIS DOCUMENTS

DR. DAVID MORRISON
"Managing Executive Stress"

March 15, 1979

ROBERT ALPERT
"Unions in the Public Sector"

April 19, 1979

STEPHEN LASER
"Conflict Management and Resolution"

May 16, 1979

DAVE YOHO
"Improving Your Speaking Skills"

June 20, 1979

GERALD BRUDER
"Productivity and the Team Effort"

INSTITUTE INFORMATION

The Springfield Management Institutes are being conducted for the eleventh season. Each Institute is a one-day conference starting at 9 a.m. and ending at 2:30 p.m. with one hour for lunch. They are presented by top management authorities and are designed for top and middle managers in State government. However, representatives from business, industry, and from local government are cordially invited to participate.

The Institutes will be conducted at the Holiday Inn East, 3100 S. Dirksen Parkway, Springfield, Illinois

HOW TO APPLY

The use of tickets for admittance will be retained to preserve necessary control over participant populations. There will be no charge to State employees.

In order to approach an equitable distribution of tickets among state agencies, we have developed a "quota system" based on each agency's usage over the past two years. Under this system, a certain number of tickets will be set aside for each agency. The agency may draw from this allotment to satisfy the degree to which they wish to participate, up to the maximum allotted. Such requests must be received no later than two weeks prior to each Institute.

Unused tickets from each agency allotment will be offered to other agencies which may wish to participate to a greater degree than originally allotted. We ask that agencies draw from their allotment only the number of tickets they intend to use. We must caution that "NO SHOWS" will be deducted from future agency allotments. Therefore, we urge that you make appropriate substitutions of personnel or inform us on a timely basis

(continued on outside of folder)

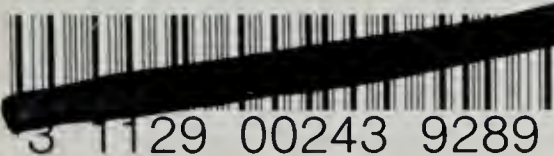


Dr. David E. Morrison: "Managing Executive Stress." Dr. Morrison is a native of Arizona and a graduate of Arizona State University. He received his medical degree from the University of Southern California and graduated from The Menninger School of Psychiatry in 1969.

Since January 1, 1976, Dr. Morrison has established his own consulting business serving the executive leadership of many public and private organizations. He is a nationally known public speaker, seminar director, and executive consultant. He is well known to City Managers and public officials throughout the country due to his active programs with them on both the national and state level.

Robert Alpert: "Unions in the Public Sector." Mr. Alpert has 20 years experience as a labor union negotiator, organizer, and administrator. He was a principal AFSCME negotiator in the 1977 negotiations between AFSCME and the State of Illinois for 43,000 employees in the clerical, professional/paraprofessional, Corrections and Mental Health bargaining units.

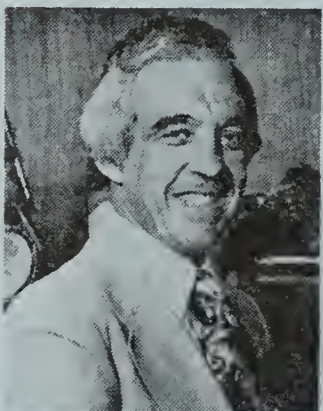
Mr. Alpert is currently a Special Representative for AFSCME. He holds a M.A. from New York University which he earned after graduating with a B.A. from Brooklyn College.





Dr. Stephen A. Laser: "Conflict Management and Resolution." Dr. Laser is a Consulting Psychologist with Organizational Psychologists, P.C. He is a licensed psychologist who consults in the field of personnel administration and labor relations. His clients include a

number of organizations in both the private and public sectors. He has been a guest speaker on many occasions at the meetings of various professional societies. Dr. Laser earned a B.A. degree at Lake Forest College and holds a Ph.D. degree in Industrial/Organizational Psychology from the University of Tennessee.



Dave Yoho: "Improving Your Speaking Skills." Mr. Yoho is a successful sales executive and lecturer. He has appeared on many television and radio shows such as The Tonite Show and the David Frost show. He has lectured throughout the United States and abroad. He is

an expert in the field of consumerism and can discuss motivational psychology, cybernetics, T.A. and co-communication language. He has received numerous awards for his ideas and methodology.



Gerald Bruder: "Productivity and the Team Effort." Mr. Bruder is President of Gerald Bruder & Associates Inc., a St. Louis based consultant firm specializing in training and employee development. He attended Arizona State University, and completed graduate

work at Washington University. He has designed and presented hundreds of training programs for business, government, university and professional organizations throughout the country. In addition to his training activities, Mr. Bruder is frequently asked to speak at conventions and other large group meetings.

HOW TO APPLY (continued)

of any cancellations you have of the number requested. Unused tickets will go into an "all-agency pool" during the week immediately preceding the Institute and be made available for special requests on a first-come basis.

Participants from private industry or local (non-state) government will be charged \$15 per Institute. Roughly 20% of the tickets have been set aside for private industry. The tickets for industry will be sold on a first-come basis and orders are acceptable up to the second week prior to each Institute.

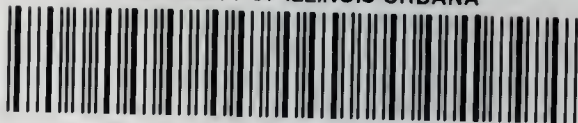
Participants will pay for their own lunches. Arrangements have been made with the Holiday Inn East to have a buffet lunch on the premises. The cost of the lunch will be about \$3. We urge all participants to avail themselves of this facility in the interest of time conservation and punctuality as the afternoon session convenes.

Industry and local (non-state) government should make checks payable to the State of Illinois, Department of Personnel.

Reservation deadline for each Institute is two weeks before the Institute. Reservations are accepted in order of receipt until capacity is reached. Refunds to industry cannot be made for reservations cancelled less than a week before the date of the Institute.

The Department of Personnel reserves the right, in event of a scheduled speaker's inability to keep his engagement, to make a substitution.

UNIVERSITY OF ILLINOIS-URBANA



3 0112 121926254

DEPARTMENT OF PERSONNEL
Division of Employee Development
504 William G. Stratton Building
Springfield, Illinois 62706